

Democracy and Human Rights Fund (DHRF)

Dear Applicant:

Attached you will find a brief explanation of the Democracy and Human Rights Fund (DHRF) and a sample proposal format. Please read the information very carefully. If you think that you have a project which may fulfill the requirements of the program, submit a proposal using the format attached to the United States Embassy (**Democracy and Human Rights Fund, American Embassy, B.P. 817, Yaoundé**) for consideration. **You should keep a copy for your records.**

Please strictly follow the attached proposal format and respond to items 1 to 6 in sequence. Be precise and specific about what you are requesting the U.S. Embassy to provide to the project and what your organization will be contributing. Attach a detailed budget for your project and proforma invoices (three options) itemizing any materials you will need to purchase.

NOTE:

Do not submit any documents that have not been requested. Applications made in disrespect of these guidelines WILL NOT BE CONSIDERED.

Due to the high number of applications we receive each year, we are unable to respond to each applicant. If you have not heard from us one (1) year after your application was submitted, please consider that your project was not selected.

Selection process:

Deadline for application	November 1, 2011
Selection period	January 2012 - July 2012
Grant award	September 2012 – December 2012

Thank you for your interest in the Democracy and Human Rights Fund (DHRF). We look forward to hearing from you.

Assistant Coordinator: Elizabeth Ehabe; ehabeea@state.gov

Office Hours: Monday through Thursday 7:30am - 5:00pm
Friday 7:30am-12:30pm

Telephone: 22-20-15-00 Extension 4171

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“All DHRF Application Forms are FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.”

DEMOCRACY AND HUMAN RIGHTS FUND (DHRF)

The United States Embassy in Cameroon's Democracy and Human Rights Fund (DHRF) provides assistance through grants to indigenous organizations that will implement small, short-term, highly targeted activities designed to show measurable results with an emphasis on change in support of human rights and democratic institutions.

PROGRAM GUIDELINES

Grantees are expected to:

1. Complete the Activity within twelve months of signing the Activity Agreement,
2. Adhere to the terms and conditions of the Activity Agreement,
3. Maintain basic financial records for the duration of the funded activity, and for a period of three years after submission of their final invoice,
4. Submit receipts on a timely, preferably monthly, basis to the DHRF Office,
5. Ensure that expenditures are supported by adequate documentation,
6. Ensure that funds are expended for their intended purposes, and
7. Close out the activity by submitting any previously unsubmitted receipts, returning any unexpended advance of funds, and reporting on the activity's results.
8. Not exceed \$25,000.

Proposals must:

1. Be generated in the field within the country context and be based on specific requests from indigenous organizations (excluding the Executive Branch),
2. Clearly describe how the activities will be managed and the activities and expenditure timelines are internally consistent and reasonable,
3. Identify anticipated results,
4. Be completed within 12 months

Additional DHRF guidelines regarding the funding of activities:

1. Activities cannot be split into components and funded over a period of two years in order to finance large, on-going projects, and
2. Organizations without sufficient prior donor experience, or without audited financial statements, may not be considered for grants.

Restrictions on the use of DHRF funds include:

- Building construction,
- Vehicle purchase,
- Long-term (12 months or more), recurring administrative costs, such as building or equipment maintenance, rent, office supplies, or administrative salaries,
- Travel outside of the immediate region,
- Conferences or workshops that lack a specific and clearly articulated goal,
- Research projects without a results-oriented component,
- Humanitarian assistance or support for refugees (unless human rights related),
- Any activities that do not directly encourage or promote increased adherence to civil and human rights in general,
- Purchase of pharmaceuticals, and
- Purchase of pesticides or fertilizers.

Additional activities not qualifying for this fund include the use of funds to influence the outcome of elections; training or advice, or support for police, prisons or other law enforcement forces, military or any program of internal intelligence or surveillance.

Qualifying activities:

Human Rights: Advance protection of international human rights by supporting governmental and nongovernmental organizations created to protect, promote, and enforce human rights. Applicable elements could include: Human Rights Advocacy; Human Rights Systems and Policies; and Human Rights Education and Training.

Civic Participation: Strengthen the legal, regulatory, institutional, and information environment which protects and enables the growth in associational life and the development of independent and sustainable civil society organizations. Build the capacity of civil society organizations to act as agents for reform and support their participation in democratic decision-making through engaging in service delivery, and advocating for issues which become part of the public agenda and are reflected in public policies. Encourage the strengthening of a civic culture which supports democratic institutions and processes, active participation in political and civic life, and the civic virtues of tolerance, pluralism, compromise, trust, and respect for individual rights, including gender equality. Applicable elements could include: Civil Society Legal and Regulatory Frameworks; Civil Society Capacity for Democratic Processes; Citizen Participation and Oversight; Civic Education and Democratic Culture.

SELECTION CRITERIA

The U.S. Embassy DHRF committee will base their decision on the potential impact, feasibility and financial soundness of the proposed activity. The committee will consider the track record of the organization proposing the activity and their ability to contribute to the project.

HOW TO APPLY

Please send a proposal addressing items 1 through 6 of the attached proposal format. All proposals must have pro forma invoices to justify line item budget. Incomplete proposals will not be considered for funding. You should keep a copy of your application for your records. **Also include a correct and current mailing address; telephone number; and e-mail address if these are available.**

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**AMERICAN EMBASSY
DEMOCRACY AND HUMAN RIGHTS FUND
APPLICATION FORM**

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Organizational Details

Name of Organization: _____

Address Including P.O. Box: _____

_____ Telephone: _____

Fax: _____ E-mail _____

Name and title of person responsible for the activity: _____

Description of the Organization

Please provide a description of your organization including information on how long the organization has existed, where it is based, size, funding sources with estimated amounts, other activities undertaken, and prior management experience conducting similar activities.

Background Information of the Activity

- a) Please give a brief description of the context in which the activity is set, and the rationale and purpose of the activity. Include a clear statement of how such activities promote human rights or support political pluralism and the creation of more open, democratic societies.
- b) Indicate how the activity addresses issues of democracy and human rights, and who will benefit from the activity. Also state how many individuals will be directly impacted by the activity and how.

Description of the Activity and its Intended Impact

This section should:

- a) Fully describe the activity,
- b) Explain who will manage and implement the activity and how,
- c) Identify any potential implementation problems and how they will be addressed and overcome,
- d) Specify the estimated start and completion date of the activity,
- e) Indicate if the impact of the activity is to effect change, and if so how, or is it to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, good governance or other related issues.

Budget Format

All proposals should use the following sample budget format.

Budget line Item	Donor	Grantee Match	Total
Printing cost			
Hall rental			
Travel			
Supplies			
Production cost			
Budget Total			

The budget should be stated in local currency and should include notes explaining the costs associated with each of the budget line items e.g. a list of individuals and the amounts to be paid, basis of travel cost, and other relevant information. There should be a direct relationship between the activities described in the proposal and the budget.

Activity Timeline

All proposals should use the following sample activity timeline format.

Project activities	May 2007 – December 2007							
	May	Jun	July	Aug	Sept	Oct	Nov	Dec
A. Institutional Strengthening								
Hall rental	X							
Hire of experts	X							
purchase of stationery		X						
B. Project Activities								
Formalize relations with Assn. of Free Press		X						
Review of presentations			X					
Submission of list of participants for approval			X					
Submission of draft copy of booklet for approval				X				
Workshop					X			
Writing of report						X		
Printing and distribution of report							X	X